

Excel 2007/2010 Collaboration and Automation - Online

Audience	This course is appropriate for users who know the spreadsheet techniques of Excel. Users should be able to use the basics of Excel and in addition know how to create absolute and mixed cell references; use functions; work with multiple sheets in a workbook; freeze titles; set print titles and page breaks; and link information in worksheets and workbooks.
Description	The course uses a combination of lecture and hands-on practice (with independent exercises after class) to familiarize students with tools available for workbook collaboration and automation options. Subjects covered include using templates to create worksheets, collaborating on worksheets by protecting and sharing them, using names to facilitate workbook automation, and macros.
Objectives	After completing the class, students should be able to: <ul style="list-style-type: none">■ Create and protect templates■ Create a name for a range of cells and use the name in various ways■ Share, edit and manage shared workbooks■ Track changes made in shared workbooks■ Design and create recorded macros■ Create absolute and relative references in macros■ Assign macros to buttons on the Quick Access toolbar (in both 2007 and 2010) and Ribbon (in 2010)
Length	3 hours

- I. Workbook Collaboration in a Workgroup**
- A. Creating Templates
 - B. Protecting Cells and Worksheets
 - C. Sharing a Workbook
 - D. Editing a Shared Workbook
 - E. Managing a Shared Workbook
 - F. Stop Sharing the Workbook
 - G. Tracking Changes

- II. Naming**
- A. Using Names
 - B. Defining a Named Range
 - C. Applying Names
 - D. Creating Multiple Names
 - E. Deleting and Editing Names
 - F. Listing Range Names



III. An Introduction to Macros

- A. What is a Macro?
- B. Running a Macro
- C. Designing a Macro
- D. Recording a Simple Macro
- E. Absolute and Relative Referencing in Macros
- F. Examining the Visual Basic Editor
- G. Assigning a Macro Button to the Quick Access Toolbar
- H. Deleting a Macro